

# How Do I Access the KHRIS Portal?

## First Time Users:

- Open Internet Explorer and type <https://KHRIS.ky.gov> in the address space.

The below page will appear:

Having trouble viewing, [click here](#)

**Welcome**

**KHRIS**  
ESS/MSS  
Log-In

KHRIS User ID \*

Password \*

[Forgot KHRIS User ID?](#)

[Forgot Password / New User?](#)

[Browser Requirements](#)

**KHRIS**  
Kentucky Human Resource Information System  
Connecting the Commonwealth

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- Click the [Forgot Password/New User?](#) link, highlighted above.
- Enter your KHRIS User ID\*.  
Click the 'Validate' button.
- Enter your validation information: Last Name, Zip Code, Date of Birth and Social Security Number.  
Click the 'Authenticate' button.
- At this point you will be given a temporary password on your screen. Write this password down as you will need it on the next screen.  
Click the 'Exit' button.
- You are now back to the main KHRIS Login page (shown above).  
Click the KHRIS User ID field and type your KHRIS User ID.
- Click the Password field and type your temporary password.  
Click the 'Login' button.
- Enter a new password and ensure that it conforms to the requirements highlighted on the screen.  
Click the 'Change' button and your password is now changed.

***You are now logged into the KHRIS Portal!***

\*This is the same as your Employee ID which can be seen on the top of your paycheck stub or on your most recent Personnel Action Notification (PAN).